

DEPARTMENT OF EDUCATION OF PORTO RICO
Office of the Commissioner
San Juan

Circular Letter No. 384
October 31, 1906.

To Teachers of English.

You will shortly received from your Superintendents a supply of cards reports upon the attendance and work of Porto Rican teachers at the English classes. The form in which these reports are to be kept is almost obvious, but teachers are requested to observe carefully the following instructions:

Write the correct name of the teacher after "English report on", if necessary obtaining the signature of each teacher upon his card. The blanks in the second line are to be filled with the name of the municipality and of the course in English. The blanks in the third line are to be left unfilled.

In the spaces for marking the attendance and work, write in the upper left-hand corner the day of the month, enter the proper letter in accordance with the instructions on the card to indicate the quality of the work done. It may be noted that work is excellent in every few cases. we desire you to be carefully conservative in making your estimates.

After the last session of each month write in the column "Total Times Absent" the number of absences for the month, and under "Remarks" give any reasons for absence or other pertinent comment.

As the Superintendents will want to examine the reports from time to time, the column "Sup't's Check" is provided for their check marks or initials.

At the close of the course all reports are to be delived to the Superintendents.

Respectfully,

(Signed) E. W. Lord
Acting Commissioner

KBH 763